

<p style="text-align: center;"><b>WEST VIRGINIA</b>  <b>DIVISION OF JUSTICE and COMMUNITY</b>  <b>SERVICES</b></p> <p style="text-align: center;"><b>JUSTICE ASSISTANCE</b>  <b>GRANT PROGRAM</b></p>	<p style="text-align: center;"><b>GRANT APPLICATION</b>  <b>INSTRUCTIONS</b></p>
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**Completed applications are due to DJCS by April 4, 2011**

**Applicant:** The applicant is named on page 1 of the application. Name, address, phone and fax number of the agency applying for funds. **This address is where the reimbursement checks will be mailed to if your project is funded.**

**Central Contractor Registration and DUNS:** Eligible applicants must submit with their application a copy of their current CCR registration confirmation. Each applicant must also provide their DUNS on page 1 of the grant application. See CCR and DUNS document for more information.

**Plan of Sustainability:** The grant application must include a plan of sustainability. This plan should be titled and submitted as a **separate document** in addition to the program narrative and all of its required components.

**Project Director:** Name, address, email address, and direct phone and fax number of the individual charged with the **implementation and day-to-day operations** of the project. **This person cannot also be listed as the Authorized Official or the Fiscal Officer.**

**Fiscal Officer:** Name, address, email address, direct phone, and fax number of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Project Director or the Authorized Official.**

**Program Title:** Title of the program as listed on page 1 of the grant application.

**Grant Funds Requested:** Funds requested from the Division of Justice and Community Services. (75% of total project)

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**Matching Funds:**

Cash funds or in kind contributions to be provided by the applicant. (25% of total project) Matching funds should be shown on budget pages 2 and 3 of the grant application if applicable. See matching funds info page for more information.

**Project Period:**

The project period is indicated on page 1 of the grant application and should be detailed in the proposed implementation plan. The project period cannot begin before July 1, 2011 or extend beyond June 30, 2012. It is expected that most project periods will be for six or twelve months.

**Certification:**

Name of the Authorized Official: State Agency Head, Mayor, County Commission President or Board President. This is the individual who would be authorized to enter into a contractual agreement with the Division of Justice and Community Services. **This person cannot also be listed as the Project Director or the Fiscal Officer.**

**Standard Conditions :**

These conditions and assurances are standard for grant programs administered by the West Virginia Division of Justice and Community Services. The Standard Conditions and Assurances are required as part of a complete grant application.

**JAG Special Conditions:**

These conditions and assurances are specific to the JAG program administered by the West Virginia Division of Justice and Community Services. An original signature of the Authorized Official named on page 1 of the grant application is required as part of a complete grant application.

Should you have any questions or need further assistance in the preparation of this grant application, please contact Jason Metzger at (304) 558-8814, extension 53323, Bonnie Bevers at extension 53314, or April Dickenson at extension 53313.

The authorized official *must* sign where indicated on **page 1 of the application, the EEOP Certification and the Entry Level Certification (if applicable), and the JAG Special Conditions and Assurances.**

**RETURN COMPLETED APPLICATION TO:  
Jason Metzger, Sr. Justice Program Specialist  
West Virginia Division of Justice and Community Services  
Justice Assistance Grant Program  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301**

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**BUDGET INSTRUCTIONS**

**Personnel/Contractual:**

Include gross salary (or overtime) for each person funded by this grant as well as contracting and consulting services funded by this grant, necessary to achieve the objectives of the program.

**Travel/Training:**

These costs are to include travel and training expense(s) incurred by program personnel for the purpose of meeting the objectives of the program. Expenses may not exceed ceilings established by either State of West Virginia travel regulations or the local unit of government's travel regulations, whichever is stricter.

**Equipment:**

For items purchased which has an estimated life expectancy of one or more years and costs more than \$5,000 per individual item. Task Force Projects only: Equipment is property purchased which has an estimated life expectancy of one or more years and costs more than \$1,000.

**Other:**

Items not meeting the requirements of equipment and other expenses not classified elsewhere.

**Match:**

All units of local and state government are required to provide a minimum of a 25% non-federal cash or in-kind match toward their project. Federal 75% + Match 25% = Total Project Cost 100%. Documentation of matching funds must be submitted along with requests for reimbursement.

Private Non-Profit Organizations may provide match documentation but are not required to do so.

**Funding Strategy:**

**Funding Source:**

Separately list each source of funds that will be used in the project, i.e., state, county commission, city, donation from local F.O.P., etc.

**Amount:**

Enter the amount received or anticipated from each source.

**Status:**

Indicate the status of each funding source as follows:

☐ **P** Project grant, loan or donation

☐ **A** Application submitted and under review

☐ **C** Funds committed

☐ **R** Funds received, appropriated or on hand

**F.E.I.N.:**

Federal Employer's Identification Number of the state, city or county agency. This number must be entered into the appropriate space. The number should be obtainable from the state, city or county agency administrative office.

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On Page 5 of this Grant Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project, precisely what will be done, who will be involved, and the anticipated result. Add additional pages as necessary.

**PROBLEM STATEMENT**

- A. **Background of Grantee** including past experiences, capabilities, and why the grant is proposed.
  
- B. **Identify the Specific Problem** to be addressed by the project.

**GOAL(S)**

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons describing how each of these goals can be met by the potential grantee. These goals may be both short and long range.

**OBJECTIVE(S)**

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly quantified, time-framed, and measurable in terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. It is extremely important to realize that objectives must be achievable and feasible within the specific time frames established for this project.

**IMPLEMENTATION (Key Activity/Milestones)**

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

**PROJECT ASSESSMENT / EVALUATION**

Specify the indicators and measures to be used to assess the results of this project. The methodology for the collection and type of measurements is important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.